



Superintendent Assurances

Accessing ASSIST and Assurances



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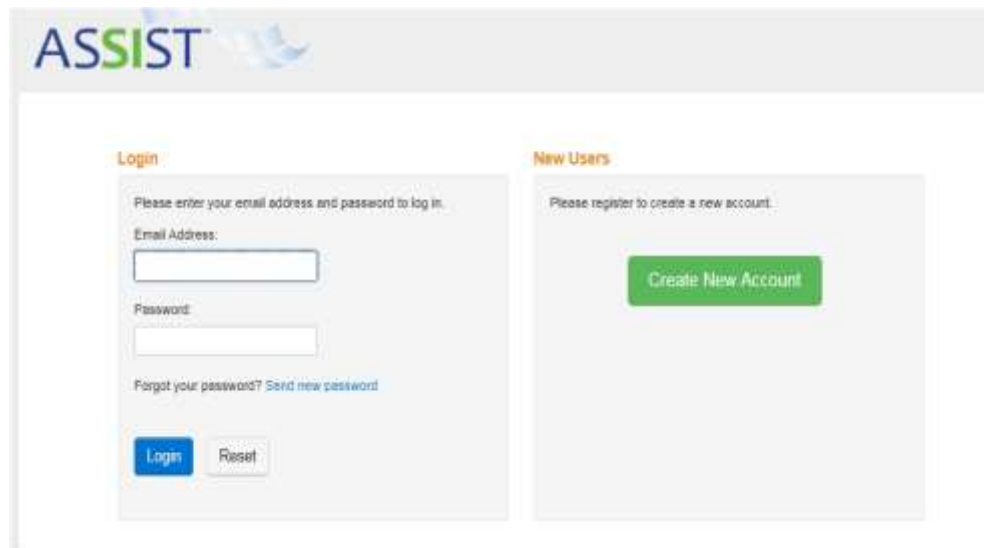
Accessing ASSIST

Go: [ASSIST Login](#)

User account and associated permissions are required to complete the required component(s) in ASSIST

Email address: first.last@district.kyschools.us

Password: User created

The image shows a screenshot of the ASSIST web application interface. At the top, there is a header with the "ASSIST" logo. Below the header, the interface is divided into two main sections: "Login" and "New Users". The "Login" section on the left contains a form with fields for "Email Address" and "Password", a "Forgot your password? Send new password" link, and "Login" and "Reset" buttons. The "New Users" section on the right contains a "Create New Account" button.

If you do not have a user account, need assistance logging in or have questions contact:

Ginger Kinnard
ginger.kinnard@education.ky.gov
502.564.3791 ext. 4048 (option 7 from the directory)

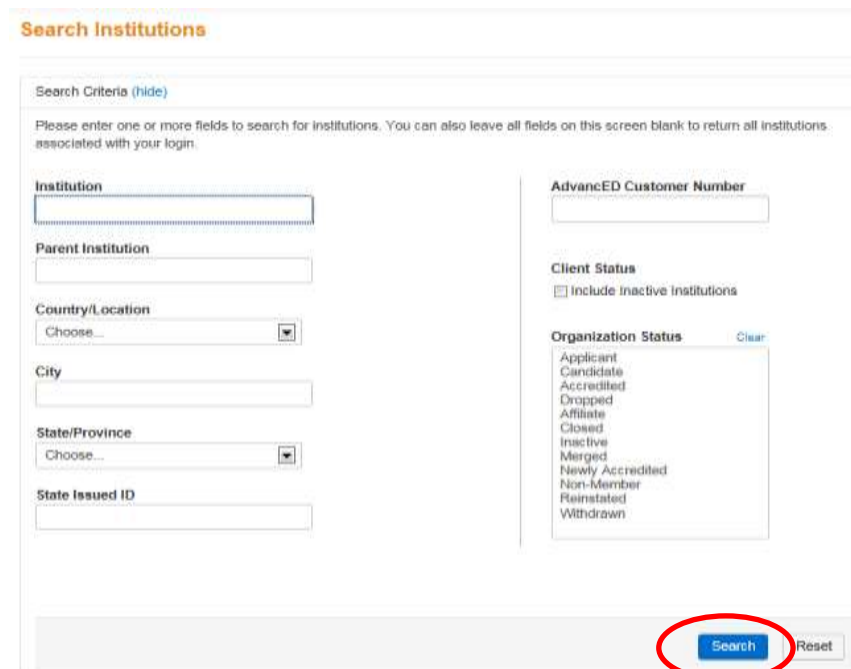
Navigating the ASSIST System

After you have logged in select “ASSIST”



Search Institutions

Click on “Search” and everything that permissions allow access will populate

A screenshot of the "Search Institutions" form. The form has a title "Search Institutions" in orange. Below it, there's a "Search Criteria (hide)" link. A message states: "Please enter one or more fields to search for institutions. You can also leave all fields on this screen blank to return all institutions associated with your login." The form contains several input fields: "Institution", "Parent Institution", "Country/Location" (a dropdown menu), "City", "State/Province" (a dropdown menu), and "State Issued ID". To the right, there are sections for "Advanced Customer Number", "Client Status" (with a checkbox for "Include inactive institutions"), and "Organization Status" (with a "Clear" link and a list of statuses: Applicant, Candidate, Accredited, Dropped, Affiliate, Closed, Inactive, Merged, Newly Accredited, Non-Member, Reinstated, and Withdrawn). At the bottom right, there are "Search" and "Reset" buttons. The "Search" button is circled in red.

Select the **district** from the list by click on the Institution name

Institutions Reports Administration

Search Institutions

Search Criteria (show)

3 items found, displaying all items.

Institution	Address	Parent Institution
KDE Training District	Louisville, Kentucky	
KDE Training School	Louisville, Kentucky	KDE Training District
KDE Training School-Priority	Louisville, Kentucky	KDE Training District

After selecting the **district** the **Portfolio** tab will appear with the **Overview** of the components required to be completed for the applicable school year

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress

Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.

Select a document for additional details and to begin or continue your work.

2014-2015 School Year

Days Past Due	Due Date	Status	Document
	December 20, 2014	In Progress	KDE Comprehensive Improvement Plan for Districts
	December 20, 2014	Not started	Safe Schools Report
	December 20, 2014	Not started	KDE District Funding Assurances

Select **Comprehensive District Improvement Plan** from the **document** column

The **Portfolio** will appear with the **Required** and **Additional** components for the CDIP

Note: Superintendent Assurances are **Required** – this indicates that they must be completed in order for the CDIP to be **submitted**

Portfolio

Profile

Diagnostics & Surveys

Assurances

Goals & Plans

Reviews

Progress

Portfolio

KDE Comprehensive Improvement Plan for Districts (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on Dec 20, 2014

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Goals and Plans		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diagnostic	KDE Needs Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diagnostic	Compliance and Accountability - Districts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assurance	KDE Superintendent Assurances	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None

PDF

Attachments

Submit

Starting Superintendent Assurances

Select the pencil icon  in the **components** column

Portfolio

Profile

Diagnostics & Surveys

Assurances

Goals & Plans

Reviews

Progress






Portfolio

KDE Comprehensive Improvement Plan for Districts (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on Dec 20, 2014

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary		
Goals and Plans			
Diagnostic	KDE Needs Assessment		
Diagnostic	Compliance and Accountability - Districts		
Assurance	KDE Superintendent Assurances		

Additional

In some cases you must select at least one component from this list before the document should be submitted.

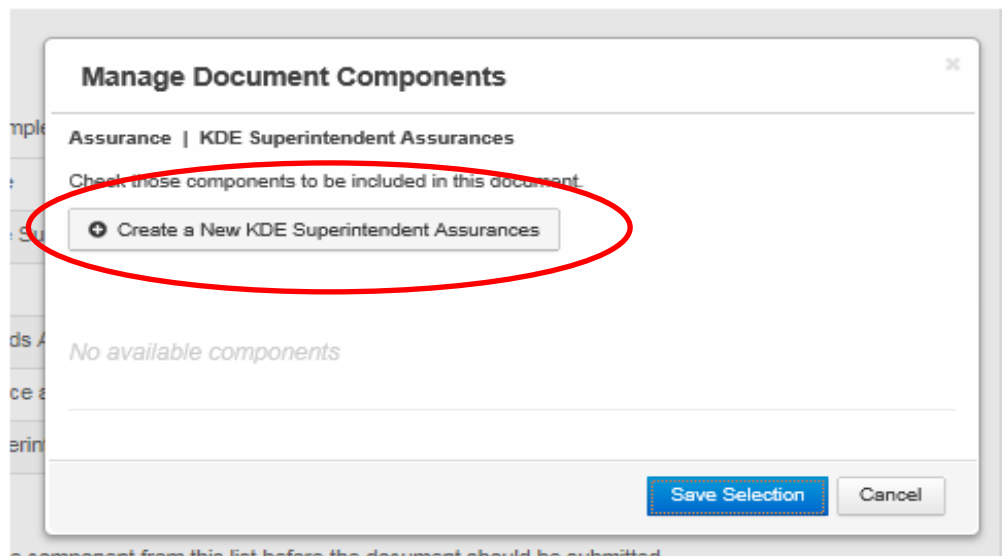
None

PDF

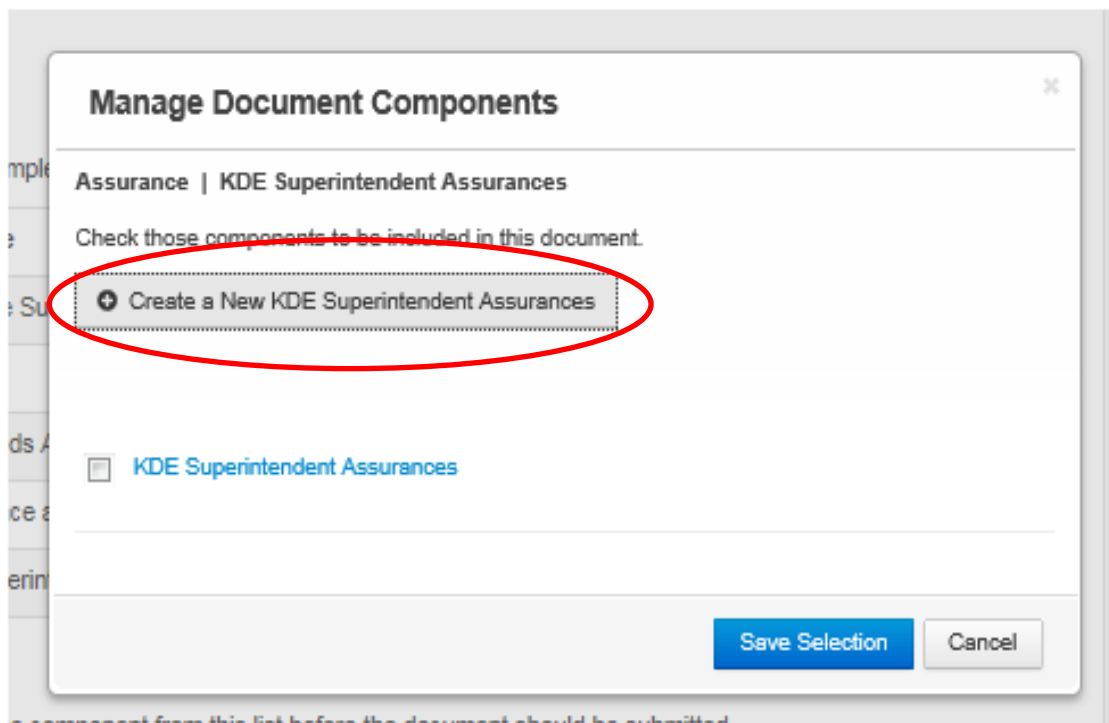
Attachments

Submit

Click on the **Create a New KDE Superintendent Assurances** in the **Manage Document Components** box



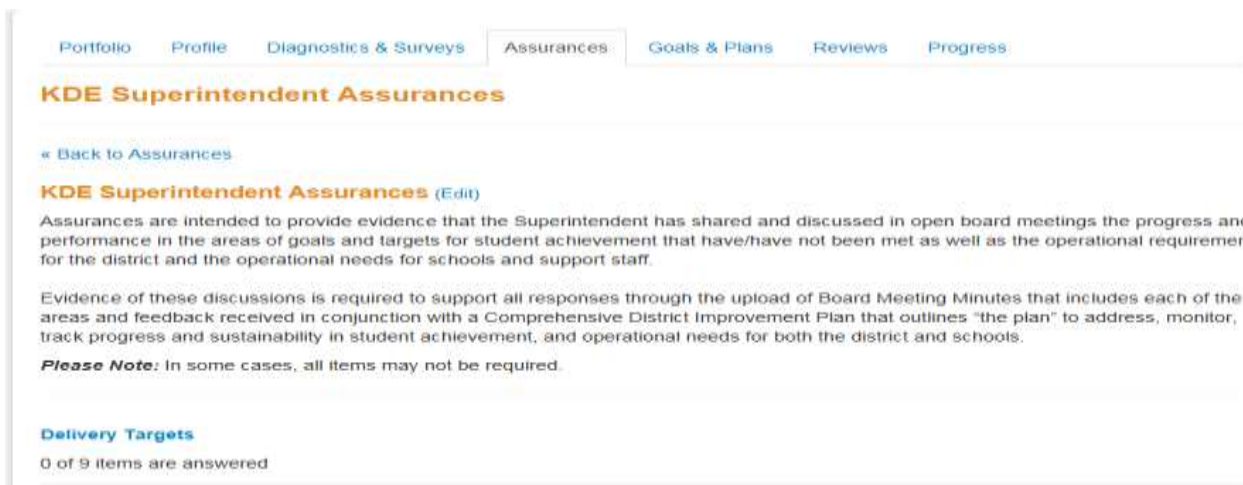
A new document will be created and will appear with in blue with a check box next to the document name



Check the box and click on the **KDE Superintendent Assurances** hotlink (in blue)

☒ KDE Superintendent Assurances

The assurance page will open



The screenshot shows a web interface with a top navigation bar containing links: Portfolio, Profile, Diagnostics & Surveys, Assurances (selected), Goals & Plans, Reviews, and Progress. Below the navigation bar is the title "KDE Superintendent Assurances" in orange. A link "« Back to Assurances" is visible. The main heading "KDE Superintendent Assurances (Edit)" is followed by a paragraph explaining that assurances provide evidence of progress and performance. Below this is another paragraph about the required evidence. A "Please Note" section states that not all items may be required. At the bottom, a "Delivery Targets" section shows "0 of 9 items are answered".

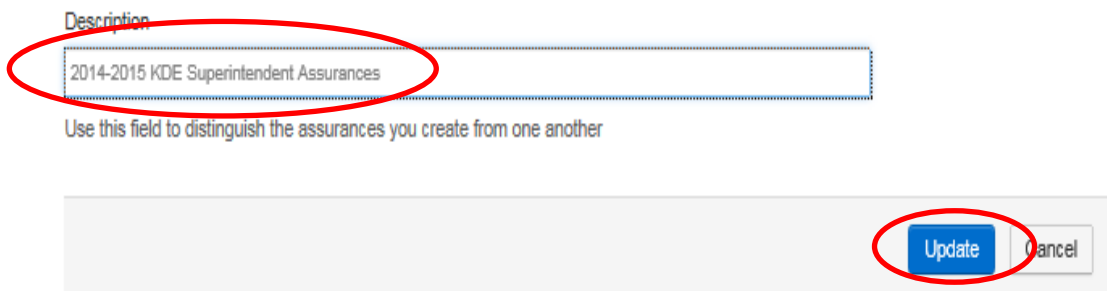
Click on the **edit** button next to the **KDE Superintendent Assurances** title

KDE Superintendent Assurances

[« Back to Assurances](#)

KDE Superintendent Assurances [\(Edit\)](#)

Give the assurances a distinctive name for easy recognition in the system that will easily identify them for the school year and click **update**



The screenshot shows the edit form for an assurance. The "Description" field is highlighted with a red circle and contains the text "2014-2015 KDE Superintendent Assurances". Below the field is a note: "Use this field to distinguish the assurances you create from one another". At the bottom right, there are two buttons: "Update" (highlighted with a red circle) and "Cancel".

The **description** will now appear as the assurance title

[« Back to Assurances](#)

2014-2015 KDE Superintendent Assurances [\(Edit\)](#)

Assurances are intended to provide evidence that the Superintendent has shared and discussed performance in the areas of goals and targets for student achievement that have/have not been met for the district and the operational needs for schools and support staff.

Evidence of these discussions is required to support all responses through the upload of Board areas and feedback received in conjunction with a Comprehensive District Improvement Plan to track progress and sustainability in student achievement, and operational needs for both the

Completing Superintendent Assurances

The assurances will appear on the page showing each required element to be completed

KDE Superintendent Assurances

[« Back to Assurances](#)

KDE Superintendent Assurances [\(Edit\)](#)

Assurances are intended to provide evidence that the Superintendent has shared and discussed in open board meetings the progress and performance in the areas of goals and targets for student achievement that have/have not been met as well as the operational requirements for the district and the operational needs for schools and support staff.

Evidence of these discussions is required to support all responses through the upload of Board Meeting Minutes that includes each of the areas and feedback received in conjunction with a Comprehensive District Improvement Plan that outlines "the plan" to address, monitor, track progress and sustainability in student achievement, and operational needs for both the district and schools.

Please Note: In some cases, all items may not be required.

Delivery Targets

0 of 9 items are answered

Resources and Support Systems

0 of 4 items are answered

Facilities/Support Systems

0 of 10 items are answered

PDF

Attachments

Delete

Click on the first section **Delivery Targets** to begin

Summary of all responses

Respond	Increase the averaged combined reading and math K-Prep scores for elementary students.
Respond	Increase the averaged combined reading and math K-Prep scores for middle students.
Respond	Increase the averaged combined reading and math EOC scores for high schools.
Respond	Increase the cohort graduation rate.
Respond	Increase the percentage of students who graduate college and career ready.
Respond	Increase the average combined reading and math proficiency ratings for all students in the non-duplicated gap group.
Respond	The district will:
Respond	The district will:
Respond	Delivery Targets and PGES implementation artifacts have been documented in The LOCAL BOARD MINUTES (UPLOAD OF BOARD MINUTES TO SUPPORT ALL RESPONSES IS REQUIRED).

Click on **Respond** to open the first assurance

Respond	
---------	--

Select the response to the assurance by clicking on the radio button located next to the response option

Delivery Targets

1. Proficiency: Increase the averaged combined reading and math K-Prep scores for elementary students.

Additional Resource: [School Report Card](#)

- ☒ Has Met District Targets
- ☐ Has Not Met District Targets
- ☐ This data does not apply to this district

Next >

Click **Next** to move to the next question in the series

Continue the response process until you have completed each required element of the assurances

When all of the assurances have been answered each section will show a solid green bar and a note stating *All required items complete*

Delivery Targets
9 of 9 items are answered | ✓ All required items complete

Resources and Support Systems
4 of 4 items are answered | ✓ All required items complete

Facilities/Support Systems
10 of 10 items are answered | ✓ All required items complete

PDF Attachments Complete Delete

Note: Ensure that all required supporting documentation has been attached

If all assurances have been answered...

If all attachments have been uploaded...(this can be verified by clicking on the **Attachments** button at the bottom of the page)

Delivery Targets
9 of 9 items are answered | ✓ All required items complete

Resources and Support Systems
4 of 4 items are answered | ✓ All required items complete

Facilities/Support Systems
10 of 10 items are answered | ✓ All required items complete

PDF Attachments Complete Delete

Each attachment will be listed

KDE Superintendent Assurances Attachments

Below are the answers that included an attachment in the response. Click on the attachment to download the file.

Question	Answer	Attachments
Delivery Targets and PGES implementation artifacts have been documented ...	Yes	Supporting Document

Click the **Complete** button

Delivery Targets

9 of 9 items are answered | ✓ All required items complete



Resources and Support Systems

4 of 4 items are answered | ✓ All required items complete



Facilities/Support Systems

10 of 10 items are answered | ✓ All required items complete



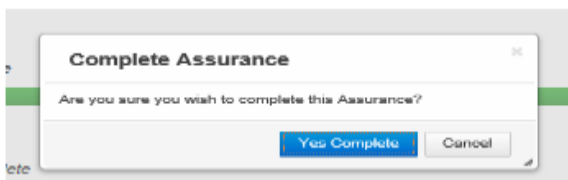
PDF

Attachments

Complete

Delete

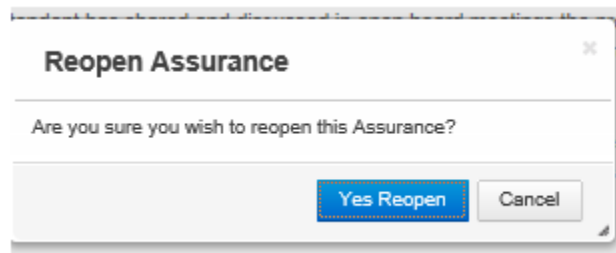
Click **Yes Complete**



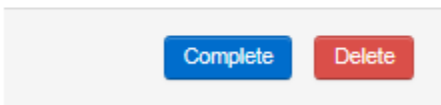
Green banner will appear showing successful submission

Success! The Assurance has been completed.

If the assurances need to be re-opened to change a response, add additional uploads to support responses, **click** the **Reopen** button and the assurances will reopen for changes

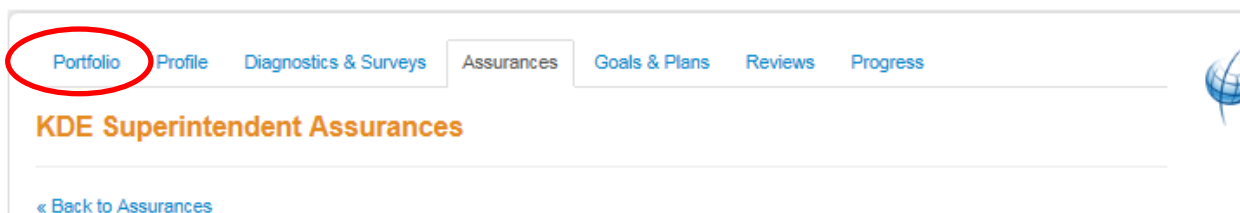


After changes have been made click the **Complete** button



Portfolio Attachment

Click on the **Portfolio** tab



Select **Comprehensive District Improvement Plan**







2014-2015 School Year

Days Past Due	Due Date	Status	Document
	December 20, 2014	In Progress	KDE Comprehensive Improvement Plan for Districts
	December 20, 2014	Not started	KDE District Funding Assurances
	December 20, 2014	Not started	Safe Schools Report

The **Portfolio** of required tasks will appear

Required

All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	Executive Summary		
Goals and Plans			
Diagnostic	KDE Needs Assessment		
Diagnostic	Compliance and Accountability - Districts		
Assurance	KDE Superintendent Assurances	2014-2015 KDE Superintendent Assurances 	

If all of the assurances have been completed and attached correctly to the portfolio a check mark will appear in the **complete** column

This **Required** component of the CDIP is now complete

Attachments

The LAST question in each required element of the assurances requires the upload of approved board meeting minutes to support the responses ensuring the conversations have occurred and documented

Click **Add Attachment**

9. Delivery Targets and PGES implementation artifacts have been documented (MINUTES TO SUPPORT ALL RESPONSES IS REQUIRED).

Additional Resource: [School Report Card](#)

☒ Yes

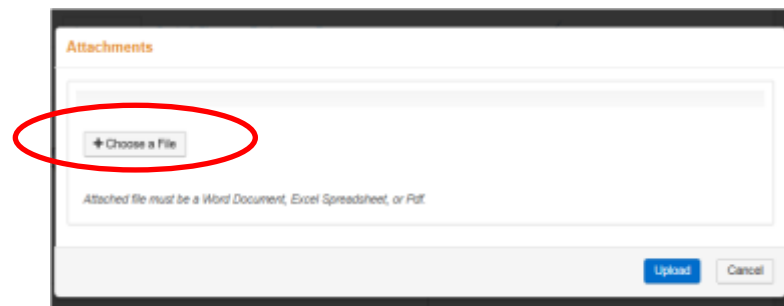
☐ No

Comments

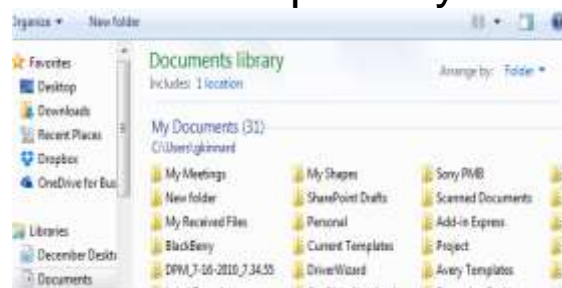
600 characters left

 Add Attachments

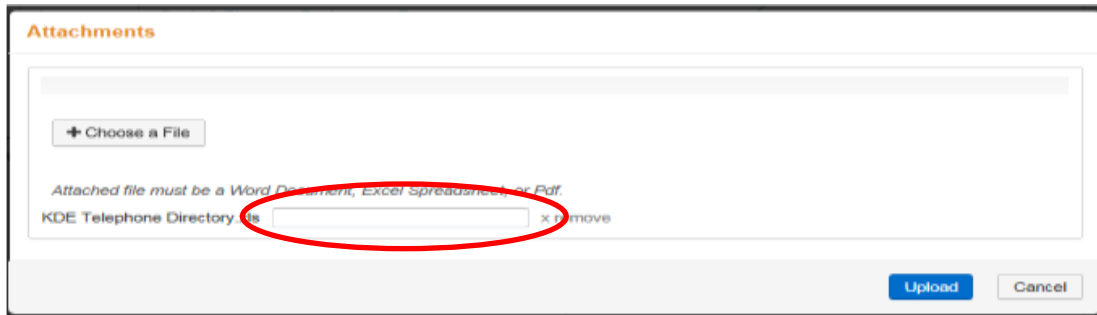
Click **Choose File**



Select a file from the document repository documents are saved



Provide a file name in the **blank box**



The screenshot shows a web interface titled "Attachments". It features a "Choose a File" button, a text input field, and a list of attached files. The first file listed is "KDE Telephone Directory.xls", with its filename highlighted by a red oval. To the right of the filename is a small "x" icon and the word "remove". Below the file list are "Upload" and "Cancel" buttons.

Attachments

+ Choose a File

Attached file must be a Word Document, Excel spreadsheet, or Pdf.

KDE Telephone Directory.xls x remove

Upload Cancel

Click **Upload**

*Uploads can be in PDF, Excel, or Word format only

**Multiple documents can be uploaded by following this process for each individual document